

## Human Resources Training Calendar 2023 2nd Quarter (April, May, June)

### April-23

Date	Time	Class Name	Instructor	Location	Hours
Tuesday, April 4, 2023	8:30 a.m. -11:30 a.m.	<b>New Hire Orientation</b>	Nathaly Salas	BOS Auditorium	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
Tuesday, April 4, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Cyber Security Division &amp; Safety</b>	IT Security Division	BOS Auditorium	1
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
Wednesday, April 5, 2023	8:30 a.m. -11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Wednesday, April 5, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Introduction to FMLA &amp; Workers' Comp (For County Employees Only)</b>	Oscar Chavez Paulina Paz	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
Thursday, April 6, 2023	9:00 a.m. -12:00 p.m.	<b>New Hire Workplace Harassment</b>	Oscar Chavez Paulina Paz	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
Thursday, April 6, 2023	2:00 p.m. - 3:00 p.m.	<b>*NEW* Training Shorts: Dress Code</b>	Nathaly Salas Nallely Flores	Virtual via Zoom	1
This course covers appropriate business dress and grooming. This class is a good reminder of appropriate professional workplace attire and appearance.					
<a href="https://us06web.zoom.us/join/zoom/register/tZEKfuGrpz4rHN3Z4MkHM7qzNx6WPv6CbOVi">https://us06web.zoom.us/join/zoom/register/tZEKfuGrpz4rHN3Z4MkHM7qzNx6WPv6CbOVi</a>					
Friday, April 7, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Wednesday, April 12, 2023	1:00 p.m. - 5:00 p.m.	<b>Effective Performance Evaluations: Preparing for your Employee Review (For Employees)</b>	Nallely Flores Nathaly Salas	BOS Auditorium	4
This class will cover the importance of maintaining and assessing the potential in the employee for further growth and development, provide feedback to the employee through coaching, and develop a corrective action plan to influence positive performance and behavior.					
<a href="https://www.eventbrite.com/e/effective-performance-evaluations-preparing-for-your-employee-review-tickets-601752396617">https://www.eventbrite.com/e/effective-performance-evaluations-preparing-for-your-employee-review-tickets-601752396617</a>					
Thursday, April 13, 2023	1:00 p.m. - 5:00 p.m.	<b>Real Colors: Unlocking Temperament Differences</b>	Nathaly Salas	BOS Auditorium	4
During the course of this workshop, we are going to explore the aspect of color (temperament). This workshop provides users with an effective tool for understanding human behavior, for uncovering motivators specific and improving communication skills.					
<a href="https://www.eventbrite.com/e/real-colors-unlocking-temperament-differences-tickets-601754984357">https://www.eventbrite.com/e/real-colors-unlocking-temperament-differences-tickets-601754984357</a>					
Wednesday, April 19, 2023	8:30 a.m. -11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Thursday, April 20, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Thursday, April 20, 2023	9:00 a.m. - 12:00 p.m.	<b>Flawless Customer Service</b>	Nathaly Salas	Main Library- Room A	3
This class will review best practices in customer service – with techniques, including interacting with internal and external customers, the angry customer, and the impact quality customer service can have. Attendees will learn how to provide the kind of superior, memorable service that results in satisfied customers.					
<a href="https://www.eventbrite.com/e/flawless-customer-service-tickets-600791392227">https://www.eventbrite.com/e/flawless-customer-service-tickets-600791392227</a>					
Thursday, April 20, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel Basic Laws in the Workplace: What Supervisors Need to Know</b>	Oscar Chavez	Main Library- Room A	4

This class will review the Fair Labor Standards Act (FLSA) and how it defines employee exemptions. We will also review Title VII of the Civil Rights Law and what the Equal Employment Opportunity Commission (EEOC) looks at when it receives a complaint.					
<a href="https://www.eventbrite.com/e/basic-laws-in-the-workplace-what-supervisors-need-to-know-tickets-600793498527">https://www.eventbrite.com/e/basic-laws-in-the-workplace-what-supervisors-need-to-know-tickets-600793498527</a>					
Tuesday, April 25, 2023	2:30 p.m. - 4:30 p.m.	<b>Prequel Workplace Harassment for Supervisors</b>	Paulina Paz Oscar Chavez	BOS Auditorium	2
This class covers harassment based on Title VII Civil Rights Law. This class also covers the supervisor's responsibilities as it relates to harassment, including prevention, responding to a complaint, investigating or participating in the investigation and follow-up.					
<a href="https://www.eventbrite.com/e/workplace-harassment-for-supervisors-tickets-601755917147">https://www.eventbrite.com/e/workplace-harassment-for-supervisors-tickets-601755917147</a>					
Thursday, April 27, 2023	9:00 a.m. - 11:00 a.m.	<b>Prequel Cybersecurity for Supervisors</b>	Jesus Cervantes	BOS Auditorium	2
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
<a href="https://www.eventbrite.com/e/cybersecurity-for-supervisors-tickets-601756769697">https://www.eventbrite.com/e/cybersecurity-for-supervisors-tickets-601756769697</a>					
Thursday, April 27, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel Emotional Intelligence 2.0 - Part 1</b>	Nathaly Salas	BOS Auditorium	4
Emotional Intelligence is one of the most important ideas to hit the business world in recent years. It is based on the notion that the ability of individuals to understand their own emotions, and those of the people they work with, is key to improved work performance. This class provides tools for employees to control their emotions, understand their feelings, and express themselves in a way that is positive to themselves and to those around them.					
<a href="https://www.eventbrite.com/e/emotional-intelligence-20-part-1-tickets-601758575097">https://www.eventbrite.com/e/emotional-intelligence-20-part-1-tickets-601758575097</a>					
<b>May-23</b>					
Date	Time	Class Name	Instructor	Location	Hours
Monday, May 1, 2023	2:00 p.m. - 4:30 p.m.	<b>Prequel FMLA/Work Comp/ADA for Supervisors</b>	Paulina Paz Monica Escalante Robyn Stallworth-Pouquette	Main Library- Room B	2.5
The training provides a brief overview of FMLA and covers worker's compensation and the role of the supervisor when an employee is injured while working. Additional discussion will focus on how to handle various situations when an employee is out on FMLA due to a work injury, their ability to return to work, and how worker's compensation and FMLA run concurrently.					
<a href="https://www.eventbrite.com/e/fmlawork-compada-for-supervisors-tickets-600801402167">https://www.eventbrite.com/e/fmlawork-compada-for-supervisors-tickets-600801402167</a>					
Tuesday, May 2, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Orientation</b>	Nathaly Salas	Heritage Library	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
Tuesday, May 2, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Cyber Security Division &amp; Safety</b>	IT Security Division	Heritage Library	1
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
Wednesday, May 3, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Wednesday, May 3, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Introduction to FMLA &amp; Workers' Comp (For County Employees Only)</b>	Oscar Chavez Paulina Paz	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
Wednesday, May 3, 2023	8:00 a.m. - 11:00 a.m.	<b>*NEW* EEOC Overview, Practical Tips, Civility and Prevention for Supervisors &amp; Managers</b>	EEOC Staff	Main Library- Conference Room	3
The Equal Employment Opportunity Commission (EEOC) will be sending an Education Coordinator to facilitate this training. Attendees will be provided with an overview of harassment liability and the laws enforced. They will also learn how to respond appropriately to harassment charges, internal investigations and how to overcome unconscious bias.					
<a href="https://www.eventbrite.com/e/eec-for-supervisors-and-managers-tickets-590251737837">https://www.eventbrite.com/e/eec-for-supervisors-and-managers-tickets-590251737837</a>					
Wednesday, May 3, 2023	1:00 p.m. - 5:00 p.m.	<b>Emotional Intelligence for Supervisors - Part 1</b>	Nallely Flores	Main Library- Room B	4

Emotional Intelligence is one of the most important ideas to hit the business world in recent years. It is based on the notion that the ability of individuals to understand their own emotions, and those of the people they work with, is key to improved work performance. This class provides tools for employees to control their emotions, understand their feelings, and express themselves in a way that is positive to themselves and to those around them.					
<a href="https://www.eventbrite.com/e/emotional-intelligence-for-supervisors-part-1-tickets-600807851457">https://www.eventbrite.com/e/emotional-intelligence-for-supervisors-part-1-tickets-600807851457</a>					
Wednesday, May 3, 2023	1:00 p.m. - 2:00 p.m.	<b>*NEW*</b> <b>EEOC Overview, Practical Tips, Civility and Prevention for Employees</b>	EEOC Staff	Main Library- Conference Room	1
The Equal Employment Opportunity Commission (EEOC) will be sending an Education Coordinator to facilitate this training. Attendees will be provided with an overview of harassment liability and the laws enforced. They will also learn how to respond appropriately to harassment charges, internal investigations and how to overcome unconscious bias.					
<a href="https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600809747127">https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600809747127</a>					
Wednesday, May 3, 2023	2:00 p.m. - 3:00 p.m.	<b>*NEW*</b> <b>EEOC Overview, Practical Tips, Civility and Prevention for Employees</b>	EEOC Staff	Main Library- Conference Room	1
The Equal Employment Opportunity Commission (EEOC) will be sending an Education Coordinator to facilitate this training. Attendees will be provided with an overview of harassment liability and the laws enforced. They will also learn how to respond appropriately to harassment charges, internal investigations and how to overcome unconscious bias.					
<a href="https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600814471257">https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600814471257</a>					
Wednesday, May 3, 2023	3:00 p.m. - 4:00 p.m.	<b>*NEW*</b> <b>EEOC Overview, Practical Tips, Civility and Prevention for Employees</b>	EEOC	Main Library- Conference Room	1
The Equal Employment Opportunity Commission (EEOC) will be sending an Education Coordinator to facilitate this training. Attendees will be provided with an overview of harassment liability and the laws enforced. They will also learn how to respond appropriately to harassment charges, internal investigations and how to overcome unconscious bias.					
<a href="https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600815484287">https://www.eventbrite.com/e/eec-overview-practical-tips-civility-and-prevention-for-employees-tickets-600815484287</a>					
Thursday, May 4, 2023	9:00 a.m. -12:00 p.m.	<b>New Hire Workplace Harassment</b>	Nallely Flores	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
Thursday, May 4, 2023	9:00 a.m. -12:00 p.m.	<b>*NEW*</b> <b>Growth Mindset</b>	Nathaly Salas	Heritage Library	3
This training will introduce the basic concepts of Growth Mindset and differentiate between a Fixed and Growth Mindset.					
<a href="https://www.eventbrite.com/e/growth-mindset-tickets-600818593587">https://www.eventbrite.com/e/growth-mindset-tickets-600818593587</a>					
Friday, May 5, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Tuesday, May 9, 2023	8:00 a.m. - 5:00 p.m.	<b>First Aid/CPR/AED Certification</b>	Monica Escalante	BOS Auditorium	8
Knowing the appropriate action in an emergency until professional help arrives is critical to saving lives. This hands-on course helps develop lifesaving skills that can be employed during a medical emergency.					
<a href="https://www.eventbrite.com/e/first-aidepraed-certification-tickets-600820870397">https://www.eventbrite.com/e/first-aidepraed-certification-tickets-600820870397</a>					
Tuesday, May 9, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel</b> <b>Employment Foundation: Standards of Conduct &amp; Discipline</b>	Nathaly Salas Nallely Flores	Main Library- Room A	4
This class will uncover the foundation of County Employment – the Standards of Conduct. This class will discuss what those standards mean, how they are applied, and how disciplinary action is taken when standards are violated.					
<a href="https://www.eventbrite.com/e/employment-foundation-standards-of-conduct-discipline-tickets-600823638677">https://www.eventbrite.com/e/employment-foundation-standards-of-conduct-discipline-tickets-600823638677</a>					
Wednesday, May 10, 2023	8:00 a.m. - 5:00 p.m.	<b>*NEW*</b> <b>Mental Health First Aid</b>	Joseph Figueroa- Community Health Associates	Main Library- Room A	8
MHFA is a public education program that teaches adults (public servants, support services, etc) how to recognize the signs and symptoms of potential mental health challenges. It teaches trainees how to listen nonjudgmentally and give reassurance to a person who may be experiencing a mental health challenge and how to refer them to professional supports and services.					
<a href="https://www.eventbrite.com/e/mental-health-first-aid-tickets-600825744977">https://www.eventbrite.com/e/mental-health-first-aid-tickets-600825744977</a>					
Wednesday, May 10, 2023	10:00 a.m. - 11:30 a.m.	<b>*NEW*</b> <b>Electoral College Process</b>	Kika Guzman	Virtual Zoom	1.5
This class will cover the basics of the electoral college process.					
<a href="https://us06web.zoom.us/join/zoom/register/tZlveuvpziGnLkHuCOTcoqpx9eqR-ZFLcb">https://us06web.zoom.us/join/zoom/register/tZlveuvpziGnLkHuCOTcoqpx9eqR-ZFLcb</a>					
Thursday, May 11, 2023	2:00 p.m. - 5:00 p.m.	<b>E-mail Etiquette</b>	Nathaly Salas	Heritage Library	3
E-mail is the preferred mode of communication in business today, and your email communication should reflect the professional that you are. This class will emphasize email manners and procedures.					

<a href="https://www.eventbrite.com/e/e-mail-etiquette-tickets-600829706827">https://www.eventbrite.com/e/e-mail-etiquette-tickets-600829706827</a>					
Tuesday, May 16, 2023	1:00 p.m. - 5:00 p.m.	<b>Creating a Culture of Accountability</b>	Nallely Flores	Main Library- Room A	4
Holding employees accountable can be difficult. It takes time, effort, and commitment. One of the major factors in a supervisor's ability to hold employees accountable is their relationship with that employee. This class will cover individual accountability to provide insight into your own understanding of accountability and how it fits into the operations of your agency.					
<a href="https://www.eventbrite.com/e/creating-a-culture-of-accountability-tickets-600839616467">https://www.eventbrite.com/e/creating-a-culture-of-accountability-tickets-600839616467</a>					
Wednesday, May 17, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Wednesday, May 17, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel Emotional Intelligence 2.0 - Part 2</b>	Nathaly Salas	Main Library- B	4
Emotional Intelligence is one of the most important ideas to hit the business world in recent years. It is based on the notion that the ability of individuals to understand their own emotions, and those of the people they work with, is key to improved work performance. This class provides tools for employees to control their emotions, understand their feelings, and express themselves in a way that is positive to themselves and to those around them.					
<a href="https://www.eventbrite.com/e/emotional-intelligence-20-part-2-tickets-600842164087">https://www.eventbrite.com/e/emotional-intelligence-20-part-2-tickets-600842164087</a>					
Thursday, May 18, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Thursday, May 18, 2023	1:00 p.m. - 5:00 p.m.	<b>Introduction to Public Speaking- Part 1</b>	Nathaly Salas	BOS Auditorium	4
In this training we will learn how to develop an enhanced level of public speaking, by considering the audience, preparing and delivering effective presentations and most importantly, practicing!					
<a href="https://www.eventbrite.com/e/introduction-to-public-speaking-part-1-tickets-600843778917">https://www.eventbrite.com/e/introduction-to-public-speaking-part-1-tickets-600843778917</a>					
Wednesday, May 24, 2023	8:00 a.m. - 5:00 p.m.	<b>*NEW* Mental Health First Aid</b>	Joseph Figueroa- Community Health Associates	Main Library- Room A	8
MHFA is a public education program that teaches adults (public servants, support services, etc) how to recognize the signs and symptoms of potential mental health challenges. It teaches trainees how to listen nonjudgmentally and give reassurance to a person who may be experiencing a mental health challenge and how to refer them to professional supports and services.					
<a href="https://www.eventbrite.com/e/mental-health-first-aid-tickets-600847038667">https://www.eventbrite.com/e/mental-health-first-aid-tickets-600847038667</a>					
Tuesday, May 30, 2023	1:00 p.m. - 5:00 p.m.	<b>How to Supervise Bad Attitudes &amp; Negative Behaviors</b>	Nallely Flores	Main Library- Room A	4
Learn how to identify where attitude translates into legitimate performance issues and effectively confront, coach and counsel employees whose poor attitudes and behaviors are negatively affecting your team's performance. Also learn how to take the necessary steps to raise morale and inspire the "can-do" culture in your organization.					
<a href="https://www.eventbrite.com/e/how-to-supervise-bad-attitudes-negative-behaviors-tickets-600850488987">https://www.eventbrite.com/e/how-to-supervise-bad-attitudes-negative-behaviors-tickets-600850488987</a>					
Wednesday, May 31, 2023	9:00 a.m. - 12:00 p.m.	<b>From To-Do to Done: Mastering your To- Do List</b>	Nallely Flores	Main Library- Room B	3
Are you busy but struggling to be more productive? Trying to recall details and manage day to day interruptions with scattered notes is not the best way to make use of your brainpower. You can tackle tasks with ease and reserve your mental energy for work that drives productivity by mastering your To-Do list.					
<a href="https://www.eventbrite.com/e/from-to-do-to-done-mastering-your-to-do-list-tickets-600851873127">https://www.eventbrite.com/e/from-to-do-to-done-mastering-your-to-do-list-tickets-600851873127</a>					
Wednesday, May 31, 2023	3:30 p.m. - 4:30 p.m.	<b>Prequel Unemployment: What the Supervisors Need to Know</b>	Paulina Paz	Heritage Library	1
This course will provide supervisors an overview of the unemployment insurance process to help recognize what their responsibilities are and the importance of documentation.					
<a href="https://www.eventbrite.com/e/unemployment-what-the-supervisors-need-to-know-tickets-600856577197">https://www.eventbrite.com/e/unemployment-what-the-supervisors-need-to-know-tickets-600856577197</a>					
<b>June-23</b>					
Date	Time	Class Name	Instructor	Location	Hours
Tuesday, June 6, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Orientation</b>	Nallely Flores	BOS Auditorium	3
The course covers County and Judicial Structure, leave accruals and usages, salary structures, rules, regulations for new employees, retirement and other pertinent information for the new employee.					
Tuesday, June 6, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Cyber Security Division &amp; Safety</b>	IT Security Division	BOS Auditorium	1
This training highlights the importance of cybersecurity in both our work and home lives because the line between our online and offline lives is becoming indistinguishable as technology and convenience intertwine with each other. This presentation will introduce County Employees to the IT Security Division and the role it plays in the County's overall cybersecurity posture.					
Wednesday, June 7, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3

Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Wednesday, June 7, 2023	9:00 a.m. - 12:00 p.m.	<b>Coaching Through Conflict</b>	Jessica Rodriguez	Heritage Library	3
This workshop will provide guidance to addressing internal individual and team conflict. As a supervisor/coach/mentor, learning how to deal with team dynamics and cohesion is a part of the daily routine. This workshop will discuss the four principles: active listening, non-verbal communication, using "I" statements, and avoiding common communication obstacles.					
<a href="https://www.eventbrite.com/e/coaching-through-conflict-tickets-600858121817">https://www.eventbrite.com/e/coaching-through-conflict-tickets-600858121817</a>					
Wednesday, June 7, 2023	11:30 a.m. - 12:30 p.m.	<b>New Hire Orientation: Introduction to FMLA &amp; Workers' Comp (For County Employees Only)</b>	Oscar Chavez Paulina Paz	BOS Auditorium	1
The FMLA entitles eligible employees to job protected leave for up to 480 hours for a qualified medical or military related circumstance. Workers' Compensation is a state mandated insurance program which provides compensation to employees who suffer a job related injury or illness. This course will introduce newly hired employees to information about these laws and inform them of their rights and responsibilities under the FMLA and Workers' Compensation.					
Thursday, June 8, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire Workplace Harassment</b>	Oscar Chavez Paulina Paz	BOS Auditorium	3
This class covers harassment based on race national origin, religion, age, disability, and sexual orientation as well as generalized types of harassing behavior.					
Thursday, June 8, 2023	1:00 p.m. - 5:00 p.m.	<b>Emotional Intelligence for Supervisors - Part 2</b>	Nallely Flores	Heritage Library	4
Emotional Intelligence is one of the most important ideas to hit the business world in recent years. It is based on the notion that the ability of individuals to understand their own emotions, and those of the people they work with, is key to improved work performance. This class provides tools for employees to control their emotions, understand their feelings, and express themselves in a way that is positive to themselves and to those around them.					
<a href="https://www.eventbrite.com/e/emotional-intelligence-for-supervisors-part-2-tickets-600879084517">https://www.eventbrite.com/e/emotional-intelligence-for-supervisors-part-2-tickets-600879084517</a>					
Friday, June 9, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Monday, June 12, 2023	8:00 a.m. - 5:00 p.m.	<b>First Aid/CPR/AED Certification</b>	Nallely Flores	BOS Auditorium	8
Knowing the appropriate action in an emergency until professional help arrives is critical to saving lives. This hands-on course helps develop lifesaving skills that can be employed during a medical emergency.					
<a href="https://www.eventbrite.com/e/first-aidepraed-certification-tickets-600879977187">https://www.eventbrite.com/e/first-aidepraed-certification-tickets-600879977187</a>					
Tuesday, June 13, 2023	2:00 p.m. - 3:00 p.m.	<b>*NEW*</b> <b>Training Shorts: Email Communication</b>	Nathaly Salas	Virtual via Zoom	1
This training short will provide tips to improve written communication skills.					
<a href="https://us06web.zoom.us/join/zoom/register/tZ0vf-yuqJliE9NHilKQhwtGPqQrWmTPCISz">https://us06web.zoom.us/join/zoom/register/tZ0vf-yuqJliE9NHilKQhwtGPqQrWmTPCISz</a>					
Wednesday, June 14, 2023	8:00 a.m. - 5:00 p.m.	<b>*NEW*</b> <b>Mental Health First Aid</b>	Joseph Figueroa- Community Health Associates	Main Library- Room B	8
MHFA is a public education program that teaches adults (public servants, support services, etc) how to recognize the signs and symptoms of potential mental health challenges. It teaches trainees how to listen nonjudgmentally and give reassurance to a person who may be experiencing a mental health challenge and how to refer them to professional supports and services.					
<a href="https://www.eventbrite.com/e/mental-health-first-aid-tickets-600882815677">https://www.eventbrite.com/e/mental-health-first-aid-tickets-600882815677</a>					
Wednesday, June 14, 2023	10:00 a.m. - 12:00 p.m.	<b>*NEW*</b> <b>Self-Care: Path to a Happier, Healthier You</b>	Nathaly Salas	Main Library- Conference Room	2
Self-Care is about taking care of your mind, body and soul, that goes beyond a spa day or fishing trip, so you feel less stressed. In this training we will identify the different components of Self-Care and discuss some methods to utilize to keep your overall health and wellness in line.					
<a href="https://www.eventbrite.com/e/self-care-path-to-a-happier-healthier-you-tickets-600883407447">https://www.eventbrite.com/e/self-care-path-to-a-happier-healthier-you-tickets-600883407447</a>					
Thursday, June 15, 2023	9:00 a.m. - 12:00 p.m.	<b>*NEW*</b> <b>Defensive Driving</b>	Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department-specific policies, and procedures, assisting with driving development skills by observing employee defensive driving techniques. <b>Qualification for this training is that your job description should affirm, "Must possess and maintain a valid Arizona driver's license." If your job description does not state this phrase, you will not be able to attend this training.</b>					
<a href="https://www.eventbrite.com/e/defensive-driving-tickets-600884631107">https://www.eventbrite.com/e/defensive-driving-tickets-600884631107</a>					
Thursday, June 15, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel</b> <b>Transitioning from Supervised to Supervisor</b>	Nallely Flores	BOS Auditorium	4
This workshop will offer guidance to adjust to changing work relationships, establish credibility, and assist in making the transition as smooth as possible.					
<a href="https://www.eventbrite.com/e/transitioning-from-supervised-to-supervisor-tickets-601760500857">https://www.eventbrite.com/e/transitioning-from-supervised-to-supervisor-tickets-601760500857</a>					
Tuesday, June 20, 2023	9:00 a.m. - 11:00 a.m.	<b>Communicating with a Purpose for Employees</b>	Nathaly Salas	Main Library- Conference Room	2
This class will provide participants the resources to communicate effectively and address differences between assertiveness, aggression, as well as useful insight on how to communicate clearly, correctly, and concisely.					

<a href="https://www.eventbrite.com/e/communicating-with-a-purpose-for-employees-tickets-600891882797">https://www.eventbrite.com/e/communicating-with-a-purpose-for-employees-tickets-600891882797</a>					
Wednesday, June 21, 2023	8:30 a.m. - 11:30 a.m.	<b>New Hire Benefits Orientation</b>	Benefits Staff	BOS Auditorium	3
Newly hired employees will receive detailed information and enrollment guidance in relation to their benefits entitlements which include health and life insurance. Included in the program will be information in relation to optional dependent coverages.					
Wednesday, June 21, 2023	8:30 a.m. - 12:30 p.m.	<b>Introduction to Public Speaking- Part 2</b>	Nathaly Salas	Heritage Library	4
In this training we will learn how to develop an enhanced level of public speaking, by considering the audience, preparing and delivering effective presentations and most importantly, practicing!					
<a href="https://www.eventbrite.com/e/introduction-to-public-speaking-part-2-tickets-600892695227">https://www.eventbrite.com/e/introduction-to-public-speaking-part-2-tickets-600892695227</a>					
Thursday, June 22, 2023	9:00 a.m. - 12:00 p.m.	<b>New Hire: Driver Safety</b>	Martin Espinoza Monica Escalante	BOS Auditorium	3
This workshop will review safe driving practices, department specific policies and procedures, and will assist with development of driving skills by reviewing defensive driving techniques.					
Thursday, June 22, 2023	2:00 p.m. - 3:00 p.m.	<b>*NEW*</b> <b>Training Shorts: Tips on becoming a Better Listener</b>	Nallely Flores Nathaly Salas	Heritage Library	1
This training short provides tips on how to improve listening skills.					
<a href="https://www.eventbrite.com/e/training-shorts-tips-on-becoming-a-better-listener-tickets-600894721287">https://www.eventbrite.com/e/training-shorts-tips-on-becoming-a-better-listener-tickets-600894721287</a>					
Tuesday, June 27, 2023	1:00 p.m. - 5:00 p.m.	<b>*NEW*</b> <b>Real Colors: Real Applications</b> <b>(Real Colors: Unlocking Temperament Differences must be taken 1st before other Real Colors Workshops)</b>	Nathaly Salas Nallely Flores	Main Library- Room A	4
Real Applications, Real Solutions, and Real Teams are continuations of the Real Colors Workshop. It is designed to successfully and strategically allow you to use Real Colors concepts when selecting and building workplace teams, settling issues within the team, building leaders, and dealing with daily stressors. These trainings will help identify the importance of having all four colors represented in a team to enhance team production and secure a balanced approach to accomplishing organizational goals.					
<a href="https://www.eventbrite.com/e/real-colors-real-applications-tickets-600895423387">https://www.eventbrite.com/e/real-colors-real-applications-tickets-600895423387</a>					
Wednesday, June 28, 2023	8:00 a.m. - 5:00 p.m.	<b>*NEW*</b> <b>Mental Health First Aid</b>	Joseph Figueroa- Community Health Associates	Main Library- Room A	8
MHFA is a public education program that teaches adults (public servants, support services, etc) how to recognize the signs and symptoms of potential mental health challenges. It teaches trainees how to listen nonjudgmentally and give reassurance to a person who may be experiencing a mental health challenge and how to refer them to professional supports and services.					
<a href="https://www.eventbrite.com/e/mental-health-first-aid-tickets-600896777437">https://www.eventbrite.com/e/mental-health-first-aid-tickets-600896777437</a>					
June 28, 2023	1:00 p.m. - 5:00 p.m.	<b>Prequel Effective Performance Evaluations: For New Managers &amp; Supervisors- Part 2</b>	Jessica Rodriguez Nallely Flores	BOS Auditorium	4
Learn the appropriate methods of administering performance evaluations to your staff – the communication between you and the employee, the legal “no-no’s” and some hands-on performance standard development. This class is for those employees who have become supervisors/lead workers over the last twelve months, and for those who would like to refresh their evaluation knowledge.					
<a href="https://www.eventbrite.com/e/effective-performance-evaluations-for-new-managers-supervisors-part-2-tickets-601761293227">https://www.eventbrite.com/e/effective-performance-evaluations-for-new-managers-supervisors-part-2-tickets-601761293227</a>					
June 29, 2023	1:00 p.m. - 5:00 p.m.	<b>Real Colors: Real Teams</b> <b>(Real Colors: Unlocking Temperament Differences must be taken 1st before other Real Colors Workshops)</b>	Nallely Flores Nathaly Salas	Heritage Library	4
Real Applications, Real Solutions, and Real Teams are continuations of the Real Colors Workshop. It is designed to successfully and strategically allow you to use Real Colors concepts when selecting and building workplace teams, settling issues within the team, building leaders, and dealing with daily stressors. These trainings will help identify the importance of having all four colors represented in a team to enhance team production and secure a balanced approach to accomplishing organizational goals.					
<a href="https://www.eventbrite.com/e/real-colors-real-teams-tickets-601761794727">https://www.eventbrite.com/e/real-colors-real-teams-tickets-601761794727</a>					